

The new TWAS Online Directory of Fellows and Young Affiliates is an exciting digital publication that will make the work of the Academy more visible than ever before. But to achieve the full potential, the Directory requires engaging descriptions of our Fellows and Young Affiliates, with information that is current, accurate and complete.

We've already transferred your existing data from the last TWAS Yearbook to the new online Directory. But now we're asking you to take a look: Please check that all details in your profile are correct. It's also a good moment to update your profile. Or you can rewrite it entirely.

The Online Directory is designed to be secure, but also user-friendly. Below you'll find some basic instructions.

Start

Log in to the TWAS website with the credentials provided in the email. Click the link 'Edit my profile' in the grey menu on the left. You will be taken to a form containing two main sections:

- Basic details
- Additional details

Basic details

In this section you will find personal information and membership details that only TWAS staff can edit.

Two actions are required:

1. Please review the details carefully. If you see an error, write to yearbook@twas.org for correction.
2. Your past nationality, and your place and date of birth, will be public only if you tick the appropriate box.

Additional details

This section includes your photo and contains information about your current position, your scientific work and your contact details. You can edit all of those elements. You will have considerable latitude to decide what the public will see, and what will remain private.

Photo:

You will be able to upload a new photo for your profile. Please use a digital headshot, in colour. Click on "Choose file" and pick the desired image from the files in your computer.

The name of the file will appear beside the "Choose file" button. Click "Upload" and the system will show you a template that will help you crop the image to the right size.

Additional details

Please fill in or update the details below. One section is for contact information for the Secretariat; another is for contact information that would be useful for checking the relevant boxes.

User Picture

Choose file No file chosen

Files must be less than 8 MB.
Allowed file types: png gif jpg jpeg.

User Picture

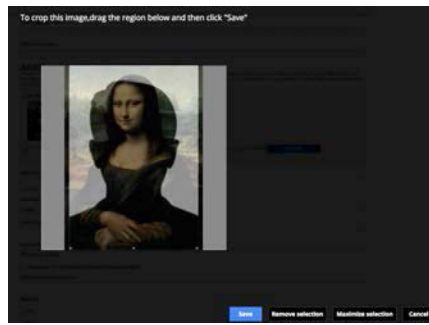
Choose file leonardo-da-vi...isoluzione.jpg

Files must be less than 8 MB.
Allowed file types: png gif jpg jpeg.

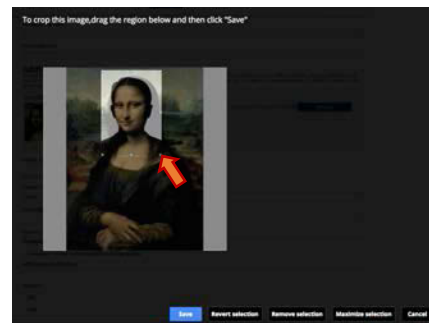
If for example you upload a bust-shot photo, this is what you will get.



Uploaded photo,
bust-shot



The silhouette doesn't match the head.
WRONG



Drag the corners of the silhouette
until it matches the head in the photo.
✓ RIGHT

When you think you have a good match, click on the blue "Save" button. The black template will close and a thumbnail of the cropped photo will be shown under "User Picture".

User Picture



leonardo-da-vinci-monna-lisa.jpg (39.02 KB)

Remove

Crop (cropped)

Your new photo will not be published until it is reviewed by TWAS staff. Until then, your profile will show your old photo.

Contact information:

You will find **two sub-sections for contact information**, clearly marked with a grey background:

- one for details that will be available only to TWAS Fellows, Young Affiliates and the Secretariat;
- the other one for details that would be visible to the public, if you choose to provide them.

We are asking for some new information that we did not seek for the TWAS Yearbook:

You will have to indicate the **country where you lived and worked for the majority of the last 10 years**. Typically, this will be your current residence. If you moved to a new country recently, select the country where you lived and worked for most of the past decade. If you live in one country but work in another, choose the country where you work. This information is **obligatory**, so you won't be able to save your profile until you fill it in.

You may let us know if you are retired. This information will be for use only by the TWAS Secretariat.

We strongly encourage you to indicate the [United Nations Sustainable Development Goals](#) to which your work contributes. The 17 global goals, set in 2015, are a call to action to end poverty, protect the planet and ensure that all people enjoy prosperity and peace.